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State of California

DWCNewsline

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Division of Workers' Compensation to hold third EAMS "train the trainers" session in Los Angeles

The Division of Workers' Compensation (DWC) will conduct a third "train the trainer" session for external users on filing forms and documents in the Electronic Adjudication Management System (EAMS). The session will be held Oct. 23, 2008 at the Ronald Reagan building in downtown Los Angeles.

The session, which is specifically for organizational trainers, will focus primarily on filing forms and documents in EAMS. This will be the final in-person training session the division will conduct before regulations requiring use of optical character recognition (OCR) forms become effective, likely in mid-November.

"For those not already doing so, the time to begin using the OCR forms is now," said DWC Regional Manager Joel Harter. "You don't want to be stuck figuring out how to use the forms properly after regulations are in effect, which is just about a month away."

Space for the sessions is limited, so each organization will be allowed to send two representatives maximum per representative location. For example, a claims administrator with five adjusting locations may send up to 10 staff maximum to the training. DWC is taking reservations for the sessions on a first come, first served basis. In the past, L.A. sessions have filled up very rapidly, which is why this third session was added.

The session will be held:

Thursday, Oct. 23, 2008

10 a.m. to 3 p.m. (break for lunch from noon-1 p.m.)

Ronald Reagan State Office Building – auditorium

300 South Spring Street

Los Angeles, CA

Those organizations wishing to send representatives to this training session should send an e-mail to eams@dir.ca.gov and put **"RSVP EAMS LA train the trainer session"** in the subject line. The body of the email should contain the name, organization, location and email address of each person requesting a seat at the session. Once the space is filled, reservations will be closed for these sessions.

Like prior “train the trainers” sessions, this L.A. session is not for end-users: The session is specifically for trainers at organizations such as claims administrators, law firms, lien claimant representatives and others who regularly file forms and documents at district offices. The trainers who attend a session will, in turn, be expected to provide this training to the rest of their organizations’ staff.

The DWC posted training materials from the last sessions on the “[Working in EAMS](#)” page of its EAMS Web site. The purpose of the page is to provide “one stop shopping” for external users who need information on working in EAMS.

The page contains a wealth of information for filers, whose first decision revolves around whether they are going to continue filing on paper using OCR forms, or whether they are going to be among the earliest filers using electronic forms. The site information is divided along those lines, with tools for making that decision, filing OCR paper forms, e-forms and legacy (current or “old”) forms. At the training, DWC and its team of external users, which worked with the division to craft many of the tools and the training program, will provide in depth information on how to use the tools provided.

Recent updates to the page include form filing samples, which show how to properly set up various files using the OCR cover sheets and document separator sheets.

For more EAMS information, go to www.dwc.ca.gov/eams.

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